



Kansas Bureau of Investigation

Robert E. Blecha
Director

Stephen N. Six
Attorney General

October 27, 2008

Dear Sir or Madam:

Current Private Detective Licenses, Private Detective Agency Licenses, Firearm Permits and Firearms Trainer Certifications expire within the next three months. Renewal packets are now available on line at <http://www.kansas.gov/kbi/kbipi.shtml>. Instructions for filling out the renewal are included with the packet as well as information about submitting the completed packet. If you would like to receive a paper copy from this office please contact us at 785 296 4436 or via email at Corrina.clements@kbi.state.ks.us . Unless requested, the KBI will not be mailing out paper copies of renewal packets.

In order to renew your license after July 2006, you are required to provide proof that you have completed 8 hours of continuing education. The details concerning what type of courses, the amount of credit, and the verification are in the regulations.

Renewal fees can be paid by money order, cashiers check, personal check or credit card (Visa or Master Card). Please make money orders or checks payable to the Kansas Bureau of Investigation. To bill your credit card (Visa or Master Card), complete the credit card billing sheet attached to this letter. If you are renewing more than one license (i.e. Private Detective Agency License, Private Detective License, Firearm Permit, and/or Firearms Trainer), you can pay all fees on one check or credit card billing.

If you have questions please call me, 785-296-4436.

Sincerely,

Corrina Clement
Program Manager
Private Detective Licensing

cc: file

**INSTRUCTIONS -Renewal of
PRIVATE DETECTIVE AGENCY LICENSE**

**STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION**

The **2-year** renewal application must be completed in its entirety to renew your private detective agency license. The renewal application must be accompanied by:

- \$175.00 Renewal fee.
Money order, cashiers check or personal check: payable to the Kansas Bureau of Investigation.
OR bill the renewal fees on a Visa or Master Card credit card. Complete the attached form for credit card billing.
- Verification of a corporate surety bond in the amount of **\$100,000** or more OR a certificate of insurance showing general liability insurance providing coverage in the amount of **\$100,000** or more for bodily injury or property damage caused by negligence and errors or omissions; OR verification of **\$100,000** or cash deposit with the State Treasurer.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license**. Keep in mind your current private detective agency license will expire 60 days from the date of this notice unless a timely renewal application has been submitted.

Mail completed renewal application, accompanying documents and renewal fee to:

**Kansas Bureau of Investigation
Private Detective Licensing
1620 SW Tyler
Topeka, Kansas 66612-1837**

If you have questions please contact Corrina Clements, Program Manager, Private Detective Licensing, (785) 296-4436, e-mail to corrina.clements@kbi.state.ks.us, or postal mail.

FEE SCHEDULE PRIVATE DETECTIVE LICENSING, RENEWALS & other items

Independent (*self-employed*)

License Fee - \$250.00 (2yrs from date of issuance)

Renewal Fee \$175.00 (2yrs)

Requires \$100,000.00 bond **or** certificate of insurance

Agency (*employs others*)

License Fee - \$250.00 (2yrs from date of issuance)

Renewal Fee \$175.00 (2yrs)

Requires \$100,000.00 bond **or** certificate of insurance

Individual employee (*works under the agency license*)

License Fee - \$250.00 (2yrs from date of issuance)

Renewal Fee \$175.00 (2yrs)

(Insurance covered by Agency Bond or Insurance)

Officer, Director, Partner, or Associate (*of the Agency engaged in detective business*)

License Fee - \$100.00 (2yrs from date of issuance)

Renewal Fee \$100.00 (2yrs)

(covered by Agency Bond or Insurance)

Duplicate License - \$5.00

Information/Application Packet - \$15.00 (deducted from cost of application)

Current list of Private Detectives & Agencies in Kansas - \$.24 per page

Date of Request

- - 2 0

**Name on
Credit Card**

**Mailing Address for
Credit Card**
Street
:

City: _____

State: _____ Zip code: _____

Zip
code: _____

Expiration Date
_____ - _____

**Visa/MC 16 didget card
number**

_____ - _____ - _____ - _____

Phone Number: _____ - _____ - _____

Other Information Number:

What is to be billed on the credit card

Check all that
apply

	- PI Packet
--	-------------

- Application	
---------------	--

- Firearm Permit	
------------------	--

	- Badge/C ase
--	------------------

☐ - Renewal

- Misc - explain	
---------------------	--

**Amount to be billed on
your credit card**

(sample -
\$250.00)

\$ _____.

**MANDATORY 3 digit auth. code on
back of card**

— — — — —

PRIVATE DETECTIVE AGENCY

RENEWAL

**STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION**

1. Name of person submitting renewal application: _____
(Type or print full name)

2. Agency name: _____ Agency number _____

3. Street address of business:

(Number & Street) (City) (State) (Zip)

Business phone: _____ Fax number: _____

E-mail address: _____

4. **Mailing address** if different than street address:

If renewal application is for **branch office** please provide the street address:

(Number & Street) (City) (State) (Zip)

Business phone: _____ Fax number: _____

4. List **all** owners, partners, officers, directors and/or associates with the agency.

(a) Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth _____ SSN# _____ DL # _____

b) Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth _____ SSN# _____ DL # _____

c) Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth _____ SSN# _____ DL # _____

Use a separate page to continue partners, officers, directors or associates.

Please answer the following questions. If the answer is “yes” to any of the following questions, please provide a separate page with a full explanation.

5. In the past two years to your knowledge, has any officer, partner, associate or director of the agency:
- (a) been arrested for **any** crime other than minor traffic violations in this state or any other state? ☐ Yes
☐ No
 - (b) been indicted or convicted of a felony in this state or any other state? ☐ Yes ☐ No
 - (c) been convicted of a misdemeanor in this state or any other state? ☐ Yes ☐ No
 - (d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? ☐ Yes ☐ No
 - (e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? ☐ Yes ☐ No
 - (f) become a law enforcement officer or been granted a special commission from any law enforcement? ☐ Yes ☐ No
 - (g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? ☐ Yes ☐ No
 - (h) become addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs? ☐ Yes ☐ No
 - (i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? ☐ Yes ☐ No

AFFIDAVIT

I, _____, am authorized by the _____, Private Detective Agency, to sign the renewal application. I have read and examined the statements, made in the above renewal application and the information contained herein is true and correct to the best of my knowledge and belief. I understand that private detective agencies can only employ licensed private detectives to engage in investigative activities, such as surveillance, interviews and background investigations.

Signature and position in agency

Date